

July 28, 2015

MAINE CIVIL LEGAL SERVICES FUND COMMISSION

APPLICATION PACKET FOR 2016 and 2017

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KEY DATES

Friday, September 11, 2015

As instructed in Part V of this Application Packet, applications must be submitted by mail or by hand no later than 5:00 PM on Friday, September 11, 2015 to:

Diana Scully, Executive Director
Maine Bar Foundation
40 Water Street
Hallowell, Maine 04347
dscully@mbf.org

Thursday, October 8, 2015

The Maine Civil Legal Services Fund Commission will hold a public meeting from 9:00 AM until 5:00 PM on Thursday, October 8, 2015 to make final decisions regarding Awards for 2016 and 2017. The meeting will be held in Room 208, Burton M. Cross State Office Building, 111 Sewall Street, Augusta, Maine 04333.

Part I

Overview of Funding Guidelines for Application

- 1. The Maine Civil Legal Services Fund.** The Maine Civil Legal Services Fund (Fund) was established by the Legislature (4 M.R.S. §18-A) to provide funding to support the provision of free civil legal services to low-income people or the needy elderly in Maine. The Maine Civil Legal Services Fund Commission (Commission) is composed of three Commissioners appointed for three-year terms by the Chief Justice of the Maine Supreme Judicial Court. The Maine Supreme Judicial Court promulgated rules on July 1, 2007 (last revised July 30, 2008) to guide the Commission in its allocation of funding to legal service providers. These rules can be found in *Maine Court Rules* “Rules for the Maine Civil Legal Services Fund Commission” or online at: http://www.courts.state.me.us/rules_adminorders/rules/CivilLegalServRules7-08.pdf
- 2. Eligible Providers.** Only the following legal service providers are eligible to receive disbursements from the Fund:

 - Non-for-profit organizations whose missions include the provision of free civil legal services and which have at least one year experience in providing such service;
 - Legal aid clinics of accredited law schools operating exclusively in Maine; and
 - Programs whose primary mission is to coordinate *pro bono* legal services for low-income people in Maine.

Eligible providers may submit an application to receive disbursements from the Fund either separately or jointly. Two or more providers submitting a joint application will not be given preference solely on the basis of their joint application. One application is preferred. However, a separate application involving the provision of new services will be considered.
- 3. Exclusions.** Disbursements from the Fund received by providers may not be used for:

 - Lobbying as defined in 3 M.R.S.A. §312-A(9), unless the recipient is responding to a request by a Legislator or a member of the Executive Department; and
 - Work done by for-profit entities, although under appropriate circumstances subcontracting with for-profit entities could be considered.
- 4. Funding Level, Allocations and Use.** The Commission assumes that approximately the same level of funding or less funding will be available for 2016 and 2017 as was available in 2014 and 2015. Commission will make funding allocations for general operational support or for specific programs, on the basis of information provided by applicants in a written application pursuant to this Application Packet.
- 5. Selection Criteria.** The Commission will use the selection criteria identified in Rule 4 of the “Rules for the Maine Civil Legal Services Fund Commission.”

July 28, 2015

Part II
Application Cover Sheet
to be completed by applicant

MAINE CIVIL LEGAL SERVICES FUND COMMISSION
Application for Funds for 2016 and 2017

NAME OF ORGANIZATION:

ADDRESS:

PHONE:

FAX:

STATE/ZIP:

EMAIL ADDRESS:

PURPOSE OF REQUEST: *Check applicable box.*

☐ General Operational Support

☐ Project to Support a Specific Program

TITLE OF PROJECT (if requested funding is for a specific program):

NAME OF CHIEF EXECUTIVE OFFICER:

If different from above...

ADDRESS:

PHONE:

FAX:

STATE/ZIP:

EMAIL ADDRESS:

GEOGRAPHIC AREA SERVED:

AMOUNT REQUESTED: \$

PAYABLE TO:

PERSON PREPARING APPLICATION:

If different from above...

TITLE:

PHONE:

FAX:

EMAIL:

TAX EXEMPT? *Check applicable box(es). Attach copy of IRS exemption letter, if any.*

☐ YES

☐ NO

☐ PENDING

TYPE OF APPLICANT: *Check applicable box(es).*

☐ NON-PROFIT CORPORATION

☐ LAW SCHOOL CLINIC

☐ PRO BONO PROJECT

☐ UNINCORPORATED

☐ OTHER (describe)

Part III
APPLICATION NARRATIVE & BUDGET INSTRUCTIONS
to be completed by applicant

MAINE CIVIL LEGAL SERVICES FUND COMMISSION
Application for Funds for 2016 and 2017

- 1. Overview of Applicant Organization:** Use no more than **one** page to describe: the form of organization (i.e. corporation, partnership, unincorporated association); date established; brief history; mission/purpose; staffing and management structure including staff qualifications and requirements for service (i.e. criteria by which clients are determined to be eligible).
- 2. Narrative Describing Request for Operational or Specific Program Support:** Use up to **six** pages to describe the following activities and areas related to this application for funds from the Maine Civil Legal Services Fund.
 - A. Identify the needs to be addressed;
 - B. Describe the target population(s), including their characteristics and the anticipated number to be served (specify whether the number to be served is individuals, cases or some other category);
 - C. Describe the services provided and to be provided with the requested funds (if different);
 - D. Specify the geographic area(s) to be covered;
 - E. State the overarching goal and anticipated outcomes for the target population(s) and any other aspects of the proposed work;
 - F. Spell out the objectives and action steps that will be taken as the applicant works to achieve the anticipated outcomes;
 - G. Describe the community support for the organization/project;
 - H. Explain whether and the extent to which any other organization provides services similar to those proposed in this application and, if so:
 - i. How the proposed services are different or necessary, and
 - ii. How coordination will be accomplished.
 - I. Identify the evaluation methods to be used;
 - J. Elaborate on information staffing and management information already provided in section 1 to describe how the organization will ensure the successful implementation of objectives and action steps proposed in this application; and
 - K. Describe the fee structure for court fees or litigation expenses if such fees are charged and describe means of assuring that legal services obtained through this grant will be provided without charge to the clients.

3. **Attach Financial Information.** Attach the applicant organization's most current operating budget, including a breakdown of all current funding sources, but not including in-kind contributions. The applicant should note any significant funding challenges for the organization or program. Also attach the applicant organization's audited financial statements for the last fiscal year. If an audit was not conducted, attach a financial accounting for the period that has been certified correct by the responsible financial officer.
4. **Attach Form 990.** Attach the applicant organization's most current IRS Form 990.
5. **Specific Budget.** If a specific program-related project is proposed in this application, attach an annual budget specifically for this project. Be sure to include all income sources and amounts necessary to fully fund the project.

July 28, 2015

Part IV
Application Assurances
to be completed by applicant

MAINE CIVIL LEGAL SERVICES FUND COMMISSION
Application for Funds for 2016 and 2017

NAME OF APPLICANT ORGANIZATION

Applicant assures that:

1. It will restrict the use of Maine Civil Legal Services Fund Commission funds to law-related activities and purposes that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and to the proposed uses described in this application.
2. It will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, handicap or national origin against (a) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; or (b) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.
3. It will, upon request, cooperate with all data collection and evaluation activities undertaken by the Maine Civil Legal Services Fund Commission and give any authorized representative of the Commission access to any copies of all financial records, books, papers or documents.
4. It will provide a final written report as required under applicable statutes and rules of how the grant money was spent and the results achieved, and other interim reports on the project's status as requested by the Maine Civil Legal Services Fund Commission.

We have read these assurances and understand that if this application is approved, any funding will be subject to these assurances. We certify that the applicant will comply with these assurances if the application is approved.

DIRECTOR OF APPLICANT ORGANIZATION OR PROGRAM:

NAME:

SIGNATURE:

DATE:

APPLICANT BOARD REPRESENTATIVE:

NAME:

SIGNATURE:

DATE:

Part V

Technical Instructions for Preparing and Submitting Application

1. **Paper and Font Size.** In preparing the Application Overview and Narrative under Part III, Sections 1 and 2 of this Application Packet, information must be typed on 8.5 inch x 11 inch paper or equivalent format if filing electronically. Font size should be no smaller than 10 and margins should be no smaller than 1 inch. The Application Overview should not exceed one page and the Application Narrative should not exceed 6 pages.
2. **Page Headings.** Throughout the entire application described under Part III of this Application Packet, list the applicant, date and relevant section on the header of each page.
3. **Application Submission.** Applicants must submit an original and two hard copies of the complete application, plus one PDF version capable of reproduction. Applicants may submit these by mail or by hand. A “complete application” means an application that includes all required information specified in this Application Packet.
4. **Application Deadline.** Applications must be submitted no later than 5:00 PM on Friday, September 11, 2015 to:

**Diana Scully, Executive Director
Maine Bar Foundation
40 Water Street
Hallowell, Maine 04347
dscully@mbf.org**

5. **Additional Information.** The Maine Civil Legal Services Fund Commission may request an applicant to provide additional or clarifying information when needed for proper review of the application.